

CROWLEY CITY MARSHAL

Crowley, Louisiana

Financial Report

Year Ended August 31, 2013

TABLE OF CONTENTS

	<u>Page</u>
ACCOUNTANT'S COMPILATION REPORT	1-2
FINANCIAL STATEMENTS	
Combined balance sheet - all fund types	4
Statement of revenues, expenditures, and changes in fund balances - governmental fund type	5
Statement of Changes in Assets and Liabilities	6
Schedule of current and prior year findings and management's corrective action plan	7 - 9

C. Burton Kolder, CPA*
Russell F. Champagne, CPA*
Victor R. Slaven, CPA*
Gerald A. Thibodeaux, Jr., CPA*
Robert S. Carter, CPA*
Arthur R. Mixon, CPA*
Penny Angelle Scruggins, CPA
Christine C. Doucet, CPA

Wanda F. Arcement, CPA,CVA
Allen J. LaBry, CPA
Albert R. Leger, CPA,PFS,CSA*
Marshall W. Guidry, CPA
Stephen R. Moore, Jr., CPA,PFS,CFP®,ChFC®*
James R. Roy, CPA
Robert J. Metz, CPA
Alan M. Taylor, CPA
Kelly M. Doucet, CPA
Cheryl L. Bartley, CPA
Mandy B. Self, CPA
Paul L. Delcambre, Jr., CPA
Kristin B. Dauzat, CPA
Matthew E. Margaglio, CPA
Jane R. Hebert, CPA
Bryan K. Joubert, CPA
Stephen J. Anderson, CPA
W. Jeffrey Lowry, CPA
Brad E. Kolder, CPA, JD
Casey L. Ardoin, CPA

Retired:
Conrad O. Chapman, CPA* 2006

* A Professional Accounting Corporation

KOLDER, CHAMPAGNE, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

OFFICES

183 South Beadle Rd.
Lafayette, LA 70508
Phone (337) 232-4141
Fax (337) 232-8660

450 East Main Street
New Iberia, LA 70560
Phone (337) 367-9204
Fax (337) 367-9208

113 East Bridge St.
Breaux Bridge, LA 70517
Phone (337) 332-4020
Fax (337) 332-2867

200 South Main Street
Abbeville, LA 70510
Phone (337) 893-7944
Fax (337) 893-7946

1234 David Dr. Ste 203
Morgan City, LA 70380
Phone (985) 384-2020
Fax (985) 384-3020

1013 Main Street
Franklin, LA 70538
Phone (337) 828-0272
Fax (337) 828-0290

408 West Cotton Street
Ville Platte, LA 70586
Phone (337) 363-2792
Fax (337) 363-3049

133 East Waddill St.
Marksville, LA 71351
Phone (318) 253-9252
Fax (318) 253-8681

332 West Sixth Avenue
Oberlin, LA 70655
Phone (337) 639-4737
Fax (337) 639-4568

1428 Metro Drive
Alexandria, LA 71301
Phone (318) 442-4421
Fax (318) 442-8833

WEB SITE
WWW.KCSRCPAS.COM

ACCOUNTANT'S COMPILATION REPORT

Mr. Glenn Deville
Crowley City Marshal
Crowley, Louisiana

We have compiled the accompanying combined balance sheet – all fund types, and the related statement of revenues, expenditures, and changes in fund balance – general fund of the Crowley City Marshal, as of and for the year ended August 31, 2013, which collectively comprise the Crowley City Marshal's basic financial statements as listed in the table of contents. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

The management of the Crowley City Marshal is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

We did become aware of a departure from accounting principles generally accepted in the United States of America that is described in the following paragraph.

The Crowley City Marshal did not adopt the provisions of Governmental Accounting Standards Board Statement No. 34 for the year ended August 31, 2013. The effects of this departure from generally accepted accounting principals has not been determined.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the Marshal's financial position, and the changes in fund balance. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Crowley City Marshal.

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants

Abbeville, Louisiana
October 31, 2013

FINANCIAL STATEMENTS

CROWLEY CITY MARSHAL
Crowley, Louisiana

Combined Balance Sheet - All Fund Types
August 31, 2013

	<u>Governmental Fund Type</u> General Fund	<u>Fiduciary Fund Type</u> Agency Fund	<u>Total (Memorandum Only)</u>
ASSETS			
Cash	\$270,421	\$ 39,343	\$ 309,764
Accounts receivable	<u>8,486</u>	<u>-</u>	<u>8,486</u>
Total assets	<u>\$278,907</u>	<u>\$ 39,343</u>	<u>\$ 318,250</u>
LIABILITIES AND FUND BALANCE			
Deposits due to others	<u>\$ -</u>	<u>\$ 39,343</u>	<u>\$ 39,343</u>
Fund balance:			
Unassigned	<u>278,907</u>	<u>-</u>	<u>278,907</u>
Total fund balance	<u>278,907</u>	<u>-</u>	<u>278,907</u>
Total liabilities and fund balance	<u>\$278,907</u>	<u>\$ 39,343</u>	<u>\$ 318,250</u>

See Accountant's Compilation Report.

CROWLEY CITY MARSHAL
Crowley, Louisiana

Statement of Revenues, Expenditures, and
Changes in Fund Balances -
Governmental Fund Type
Year Ended August 31, 2013

	<u>General Fund</u>
Revenues:	
Fees, charges, and commissions for services	<u>\$ 29,642</u>
Expenditures:	
Public safety -	
Evictions	2,250
Legal and professional	3,100
Office operation and supplies	1,848
Repairs and maintenance	1,448
Telephone	853
Miscellaneous	<u>1,564</u>
Total expenditures	<u>11,063</u>
Excess of revenues over expenditures	18,579
Fund balance, beginning of year	<u>260,328</u>
Fund balance, end of year	<u>\$ 278,907</u>

See Accountant's Compilation Report.

CROWLEY CITY MARSHAL
Crowley, Louisiana
Fiduciary Fund Type - Agency Fund

Statement of Changes in Assets and Liabilities
Year Ended August 31, 2013

Balance, beginning of year	<u>\$ 39,988</u>
Additions:	
Fees, charges, and commissions for services	<u> "</u>
Reductions:	
Deposits settled to -	
Other settlements	<u> 645</u>
Balance, end of year	<u>\$ 39,343</u>

See Accountant's Compilation Report.

Crowley City Marshal
Crowley, Louisiana

Schedule of Current and Prior Year Findings
and Management's Corrective Action Plan
Year Ended August 31, 2013

Part I: Current Year Findings and Management's Corrective Action Plan

A. Internal Control Over Financial Reporting

13-1 Inadequate Segregation of Accounting Functions

CONDITION: The Crowley City Marshal did not have adequate segregation of functions within the accounting system.

CRITERIA: SAS109, *Understanding the Entity and its Environment and Assessing the Risks of Material Misstatement*, AU§314.43 defines internal control as follows:

"Internal control is a process, affected by those charged with governance, management, and other personnel, designed to provide reasonable assurance about the achievement of objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations."

Additionally, Statements on Standards for Attestation Engagements (SSAE) AT§501.03 states:

"An entity's internal control over financial reporting includes those policies and procedures that pertain to an entity's ability to record, process, summarize, and report financial data consistent with the assertions embodied in either annual financial statements or interim financial statements, or both."

CAUSE: The cause of the condition is the fact that the City Marshal does not have a sufficient number of staff performing administrative and financial duties so as to provide adequate segregation of accounting and financial duties.

EFFECT: Failure to adequately segregate accounting and financial functions increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

RECOMMENDATION: Due to the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The City Marshal has determined that it is not cost effective to achieve complete segregation of duties within the accounting department. No plan is considered necessary.

Crowley City Marshal
Crowley, Louisiana

Schedule of Current and Prior Year Findings
and Management's Corrective Action Plan (Continued)
Year Ended August 31, 2013

13-2 Reconciliation of Subsidiary

CONDITION: It is unknown if the cash in the City Marshal's City Court bank account is money earned by the City Marshal over the years or if it is owed to other agencies for collection of fines/costs on their behalf. Steps should be taken to determine if the cash in the account belongs to the City Marshal or is owed to others. The balance in the checking account should be reconciled to the "Unpaid Disbursements" list.

CRITERIA: All fines collected by the Marshall should be disbursed to the appropriate agencies.

CAUSE: The cause of the condition is that it appears that no one is keeping adequate track of disbursements made for fines collected.

EFFECT: Failure to adequately maintain accounting records and disburse funds timely could result in legal action.

RECOMMENDATION: The City Marshal's office should research the undisbursed amounts to determine who the money is owed to.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The City Marshal's office will work on determining who the remaining balance is owed to and disperse the balance as required.

Crowley City Marshal
Crowley, Louisiana

Schedule of Current and Prior Year Findings
and Management's Corrective Action Plan
Year Ended August 31, 2013

Part II: Prior Year Findings:

A. Internal Control Over Financial Reporting

12-1 Inadequate Segregation of Accounting Functions

CONDITION: The Crowley City Marshal did not have adequate segregation of functions within the accounting system.

RECOMMENDATION: Based upon the cost-benefit of additional personnel, it would not be feasible to achieve complete segregation of duties.

CURRENT STATUS: Unresolved. See item 13-1.

12-2 Reconciliation of Subsidiary

CONDITION: It is unknown if the cash in the City Marshal's City Court bank account is money earned by the City Marshal over the years or if it is owed to other agencies for collection of fines/costs on their behalf. It appears that no one is keeping track of this information. Steps should be taken to determine if the cash in the account belongs to the City Marshal or is owed to others. The balance in the checking account should be reconciled to the "Unpaid Disbursements" list.

RECOMMENDATION: The City Marshal's office should research the undisbursed amounts to determine who the money is owed to.

CURRENT STATUS: Unresolved. See item 13-2.

B. Compliance

12-3 Budget Noncompliance

CONDITION: The City Marshal did not prepare a budget as required by the Local Government Budget Act (R.S. 39:1305).

RECOMMENDATION: The City Marshal should annually prepare a budget and periodically compare actual activity to budgeted amounts and adopt budgetary amendments as necessary to cause compliance with state statute.

CURRENT STATUS: Resolved.